



**ADMINISTRATOR III**  
**NEW HAMPSHIRE LIQUOR COMMISSION**  
**Division of Marketing, Merchandising, and Warehousing**  
**37 ½ hrs/wk**  
**\$57,934.50 to \$69,556.50**

**PLEASE INDICATE ON YOUR APPLICATION WHAT POSITION & LOCATION YOU ARE APPLYING FOR.**

**SCOPE OF WORK:** Directs all aspects of liquor store operations to achieve agency objectives relative to profitability, service, and efficiency by planning short and long-term organizational goals including revising program recommendations and policies.

**Closing date: April 26, 2013**

**MINIMUM QUALIFICATIONS:**

**Education:** A Masters Degree from a recognized college or University with a major study in business management, business administration, economics, or accounting.

**Experience:** Seven years experience in a field or occupation relevant to large retail store operations, four years of which much have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation or related management experience. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

**License/Certification:** Must be eligible to hold N.H. Driver's License and have access to transportation for use in state-wide travel.

**For more details please contact Richard Gerrish, Director (603) 230-7063 or email [rgerrish@liquor.state.nh.us](mailto:rgerrish@liquor.state.nh.us).**

**HOW TO APPLY:** An official application for employment may be obtained from and returned to New Hampshire Liquor Commission, Human Resources, 50 Storrs Street, PO Box 503, Concord, New Hampshire, 03302-0503 (603) 230-7052. [hr@liquor.state.nh.us](mailto:hr@liquor.state.nh.us) and is available on the Internet at <http://www.nh.gov/liquor/employment.shtml>. In addition, an official state application for employment may be obtained at [www.admin.state.nh.us/hr](http://www.admin.state.nh.us/hr). \*\*\* In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature **MUST** be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office at the recruiting agency. \*\*\*

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